

# Planning, Building and Code Enforcement Department

Stephen M. Haase, Director

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**G**uide the physical change of San José to create  
and maintain a safe, healthy, attractive and  
vital place to live and work

## *City Service Area*

### **Economic & Neighborhood Development**

#### *Core Services*

##### **Community Code Enforcement**

Enforce and promote compliance with local and State codes to ensure a safe, healthy  
and attractive community

##### **Development Plan Review & Building Construction Inspection**

Manage and review development and construction applications to allow issuance of  
permits in compliance with applicable codes and policies

##### **Long Range Land Use Planning**

Develop land use plans and policies to guide the future physical  
growth of the City

**Strategic Support:** Administration, Clerical Services, Budget Preparation, Fiscal  
Services, Human Resources, Information Systems, Marketing and Outreach,  
Safety/Wellness

# Planning, Building and Code Enforcement Department

## Department Budget Summary

	2003-2004 Actual 1	2004-2005 Adopted 2	2005-2006 Forecast 3	2005-2006 Adopted 4	% Change (2 to 4)
<b>Dollars by Core Service</b>					
Community Code Enforcement	\$ 8,302,743	\$ 8,833,476	\$ 8,684,356	\$ 8,820,205	(0.2%)
Development Plan Review and Building Construction Inspection	19,836,533	22,682,235	23,168,151	23,435,587	3.3%
Long Range Land Use Planning	2,791,754	2,532,979	2,546,412	2,480,630	(2.1%)
Strategic Support	1,627,282	1,310,768	1,431,839	1,596,839	21.8%
<b>Total</b>	<b>\$ 32,558,312</b>	<b>\$ 35,359,458</b>	<b>\$ 35,830,758</b>	<b>\$ 36,333,261</b>	<b>2.8%</b>
<b>Dollars by Category</b>					
Personal Services					
Salaries/Benefits	\$ 30,384,389	\$ 32,354,897	\$ 32,893,060	\$ 32,608,969	0.8%
Overtime	0	379,416	379,416	379,416	0.0%
<b>Subtotal</b>	<b>\$ 30,384,389</b>	<b>\$ 32,734,313</b>	<b>\$ 33,272,476</b>	<b>\$ 32,988,385</b>	<b>0.8%</b>
Non-Personal/Equipment	2,173,923	2,625,145	2,558,282	3,344,876	27.4%
<b>Total</b>	<b>\$ 32,558,312</b>	<b>\$ 35,359,458</b>	<b>\$ 35,830,758</b>	<b>\$ 36,333,261</b>	<b>2.8%</b>
<b>Dollars by Fund</b>					
General Fund	\$ 29,277,824	\$ 32,067,969	\$ 32,618,165	\$ 33,117,814	3.3%
Airport Maint & Opers	48,774	60,353	47,016	47,016	(22.1%)
Comm Dev Block Grant	2,679,140	2,694,613	2,717,769	2,717,769	0.9%
Healthy Neighborhoods	81,433	94,772	0	0	(100.0%)
Low/Mod Income Housing	199,076	115,539	116,942	58,470	(49.4%)
Sewer Svc & Use Charge	109,161	140,633	142,777	120,577	(14.3%)
Storm Sewer Operating	87,429	100,983	102,155	185,681	83.9%
Capital Funds	75,475	84,596	85,934	85,934	1.6%
<b>Total</b>	<b>\$ 32,558,312</b>	<b>\$ 35,359,458</b>	<b>\$ 35,830,758</b>	<b>\$ 36,333,261</b>	<b>2.8%</b>
<b>Authorized Positions</b>	<b>337.50</b>	<b>336.00</b>	<b>336.00</b>	<b>334.00</b>	<b>(0.6%)</b>

# Planning, Building and Code Enforcement Department

## Budget Reconciliation

(2004-2005 Adopted to 2005-2006 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
<b>Prior Year Budget (2004-2005):</b>	<b>336.00</b>	<b>35,359,458</b>	<b>32,067,969</b>
<b>Base Adjustments</b>			
<b>One-Time Prior Year Expenditures Deleted</b>			
• Rebudget: Code Enforcement Grant		(196,500)	(196,500)
• Rebudget: Modular Furniture		(7,700)	(7,700)
• HNVF-Funded Anti-Tobacco Program	(1.00)	(94,772)	0
• Completion of Evergreen Specific Plan (funding included in City-Wide section)	(1.00)	0	0
<b>One-time Prior Year Expenditures Subtotal:</b>	<b>(2.00)</b>	<b>(298,972)</b>	<b>(204,200)</b>
<b>Technical Adjustments to Costs of Ongoing Activities</b>			
• Salary/benefit changes and the following position reallocations:		434,845	418,969
- 1.0 Division Manager and 2.0 Building Inspectors to 3.0 Building Inspection Managers			
- 2.0 Building Inspectors (Cert) to 2.0 Bldg Inspectors			
- 1.0 Building Inspector (Cert) to 1.0 Supvg Bldg Inspector			
- 1.0 Permit Specialist to 1.0 Sr Permit Specialist			
- 2.0 Associate Engineer to 1.0 Associate Architect and 1.0 Senior Engineer			
- 3.0 Office Specialist to 1.0 Principal Office Specialist and 2.0 Senior Office Specialist			
• Annualization of Annual Report Building Fee Program actions (addition of 2.0 Associate Engineer positions and related non-personal)	2.00	201,090	201,090
• Maintenance agreements for new copiers for customer center		54,307	54,307
• Increase for postage for public outreach policy		28,000	28,000
• Notice of Determination fees to county (reimb by customer)		21,200	21,200
• Increases for county assessor maps, microfiche readers, aerial photo contract and emergency data storage in Sacramento		1,830	1,830
• Changes in vehicle maintenance and operations costs		29,000	29,000
<b>Technical Adjustments Subtotal:</b>	<b>2.00</b>	<b>770,272</b>	<b>754,396</b>
<b>2005-2006 Forecast Base Budget:</b>	<b>336.00</b>	<b>35,830,758</b>	<b>32,618,165</b>

# Planning, Building and Code Enforcement Department

## Budget Reconciliation (Cont'd.)

(2004-2005 Adopted to 2005-2006 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
<b>Base Adjustments (Cont'd.)</b>			
<b>Investment/Budget Proposals Approved</b>			
<b>Community Code Enforcement</b>			
<b><i>Economic &amp; Neighborhood Development CSA</i></b>			
- Code Enforcement Fee Program		(15,445)	(15,445)
- Rebudget: Code Enforcement Grant and Database Conversion		151,294	151,294
<b>Community Code Enforcement Subtotal:</b>	<b>0.00</b>	<b>135,849</b>	<b>135,849</b>
<b>Development Plan Review and Building Construction Inspection</b>			
<b><i>Economic &amp; Neighborhood Development CSA</i></b>			
- Planning Fee Program	(1.50)	(170,718)	(170,718)
- Building Fee Program	(0.50)	(19,700)	(19,700)
- Urban Runoff Regulation Compliance Review	1.00	83,526	0
- Housing Action Team Staffing	(0.50)	(58,472)	0
- Sewer Service and Use Staffing	(0.50)	(22,200)	0
- Parking Validation		10,000	10,000
- Miscellaneous Rebudgets		445,000	445,000
<b>Development Plan Review/Bldg Const Inspect Subtotal:</b>	<b>(2.00)</b>	<b>267,436</b>	<b>264,582</b>
<b>Long Range Land Use Planning</b>			
<b><i>Economic &amp; Neighborhood Development CSA</i></b>			
- Long Range Land Use Planning	(1.00)	(95,782)	(95,782)
- General Plan Team, Data Management and Zoning Ordinance Funding Shift		0	0
- Evergreen Smart Growth Strategy Position Extension	1.00	0	0
- Rebudget: Historic Conservation		30,000	30,000
<b>Long Range Land Use Planning Subtotal:</b>	<b>0.00</b>	<b>(65,782)</b>	<b>(65,782)</b>
<b>Strategic Support</b>			
<b><i>Economic &amp; Neighborhood Development CSA</i></b>			
- Planning Support Staffing Funding Shift		0	0
- Miscellaneous Rebudgets		165,000	165,000
<b>Strategic Support Subtotal:</b>	<b>0.00</b>	<b>165,000</b>	<b>165,000</b>
<b>Total Investment/Budget Proposals Approved</b>	<b>(2.00)</b>	<b>502,503</b>	<b>499,649</b>
<b>2005-2006 Adopted Budget Total</b>	<b>334.00</b>	<b>36,333,261</b>	<b>33,117,814</b>

# Planning, Building and Code Enforcement Department

## Departmental Position Detail

Position	2004-2005 Adopted	2005-2006 Adopted	Change
Account Clerk II	3.00	3.00	-
Accounting Technician	3.00	3.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Analyst II	3.00	3.00	-
Associate Architect	1.00	2.00	1.00
Associate Engineer	17.00	17.00	-
Building Combination Inspector (Cert.)	67.00	63.00	(4.00)
Building Combination Inspector	1.00	1.00	-
Building Inspection Manager	0.00	3.00	3.00
Code Enforcement Administrator	2.00	2.00	-
Code Enforcement Inspector I/II	53.00	52.00	(1.00)
Code Enforcement Supervisor	6.00	5.00	(1.00)
Deputy Director, Code Enforcement	1.00	1.00	-
Deputy Director, Planning	1.00	1.00	-
Deputy Director, Unclassified	2.00	2.00	-
Director of Planning, Building and Code Enforcement	1.00	1.00	-
Division Manager	5.00	3.00	(2.00)
Environmental Inspector II	2.00	3.00	1.00
Geographic Systems Specialist	4.00	3.00	(1.00)
Marketing and Public Outreach Manager	0.00	1.00	1.00
Network Technician	0.00	1.00	1.00
Office Specialist II	14.00	11.00	(3.00)
Parking Control Officer	8.00	8.00	-
Permit Specialist	9.00	8.00	(1.00)
Planner I/II	33.00	33.00	0.00
Planner II PT	0.50	0.00	(0.50)
Planning Technician	6.00	6.00	-
Principal Office Specialist	3.00	3.00	-
Principal Planner	8.00	8.00	-
Secretary	3.00	3.00	-
Senior Account Clerk	1.00	1.00	-
Senior Analyst	1.00	2.00	1.00
Senior Engineer	5.00	6.00	1.00
Senior Office Specialist	21.00	23.00	2.00
Senior Parking Control Officer	1.00	1.00	-
Senior Permit Specialist	11.00	12.00	1.00
Senior Planner	15.00	14.00	(1.00)
Senior Supervisor, Administration	2.00	2.00	-
Staff Technician	1.00	1.00	-
Supervising Building Inspector (Cert.)	15.00	16.00	1.00
Supervising Environmental Services Specialist	1.00	1.00	-
Supervisor, Administration	3.00	3.00	-
Word/Micro Processor Operator PT	0.50	0.00	(0.50)
<b>Total Positions</b>	<b>336.00</b>	<b>334.00</b>	<b>(2.00)</b>